



## CONTRACT of ENROLMENT

---

The parties are:

Parent/Guardian |

Parent/Guardian |

and

**Citipointe Christian College**  
**The Christian Outreach College Brisbane**

By choosing to accept the offer of a place in the College for your student | , you the parents commit, under this Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the children and the College. Please read the contractual conditions carefully.

**I/We agree to the following conditions:**

### **MATTERS OF FAITH**

1. I/We accept that the College is a faith-based school. I/We understand that the College is founded on the basis of Biblical Christian values with the Bible as the inerrant word of God.
2. I/We confirm that I am/we are seeking a Biblical Christian education for the student and will support the College in its faith endeavours and accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.

### **ACADEMIC ATTAINMENT**

3. The College does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual talents of the student and the student's willingness to work for their own education. We will act in the best interests of the student and student body generally. This may mean we do not always act in accordance with the parents' requests.
4. It is the expectation of the College that parents will be responsive to the informed educational recommendations of the school in regard to the student's educational progress.

### **COLLEGE CORE VALUES**

5. The 5 core values of Citipointe Christian College are Uncompromising Christian values, High quality education, Academic rigour, College pride and Caring environment. Students and parents agree to uphold the core values of the College and not to bring the College into disrepute.

### **RELATIONSHIP**

6. I/We agree to:
  - work in partnership with the school in support of College policies and expectations that are available to us either in hard copy (e.g. parents handbooks, students handbooks, business handbooks and other publications) as well as on the College website;
  - support and comply with published College policies and expectations, in the best interests of our student and the other students;
  - encourage the student to uphold College policies and expectations;
  - accept that any failure by us or our student in this commitment may lead to serious enrolment consequences;
  - accept that we are liable to indemnify the College for any damage that may arise from such breach, including any arising from wilful defiant behaviour of the student or refusal to follow reasonable directions;



- accept that the policies and rules may need to change from time to time in line with the best interests of staff and students.
  - It is expected that, except in exceptional circumstances, the student will live in the care and control of the parents/guardians while enrolled at the College.
7. I/We accept that the College is obliged under law and ethos to act in the best interests of the individual student and the student body generally. Although the College values consultation with parents and guardians, this may mean that the College may not always act in accordance with parent/guardians preferences and requests.

### UNIFORM

8. I/We support the College uniform policy, and accept that the student must present appropriately and must wear the correct College uniform as a proud student of the College and to implement the College motto: *"I press towards the goal in all aspects of College life"*.

### DISCIPLINE

9. I/We accept that the Headmaster (or by delegation the Head of School) has authority to:
- apply whatever **reasonable** disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the College precincts;
  - require the removal of the student for any cause judged by the Head to be sufficient;
  - discipline any students should they, at any time, bring the College into disrepute, including through the misuse of social media and other technologies.
10. Disciplines may range from classroom disciplines to expulsion and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where matters of child harm are involved).
11. Where discipline may involve suspension or expulsion of the Student, the Headmaster or Head of School (or Delegate) will not expel or suspend the student until the allegations of misconduct have been put to the student and the student has been allowed an adequate opportunity to respond.
12. The College may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may therefore confiscate forbidden or dangerous property.
13. The College reserves the right to exclude any person, irrespective of whether they are a parent or not, from entering on or remaining on College property or participating in College activities, where the College reasonably believes it is in the best interests of the student or the College that the person be excluded.

### DISCLOSURE OF INFORMATION

14. I/We have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:
- Full and frank disclosure of the student's previous education or interrupted education, disabilities and learning difficulties
  - Behaviour issues
  - Medical condition and safety issues
  - Court orders and parenting arrangements
15. I/we accept where the College needs to make adjustments to support a student's learning, the College has the prerogative to include the student's details in the government's data collection relating to students with special needs ("disability")



16. During the course of the student's enrolment, I/we acknowledge that the process of identifying, diagnosing and verifying of student's special needs ("disability") is the mutual responsibility of the parent/guardian and College.
17. I/We accept that failure to disclose all relevant information may result in cancellation of an enrolment.
18. I/We accept that we have an obligation to keep the school informed of any changes that may affect the student's life at the College, including:
  - changes to family circumstances (eg separation or divorce);
  - changes to the address or addresses or contact details of the parents/guardians;
  - changes to emergency contacts;
  - any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent or other person has with the student.
19. Changes in marital circumstances can cause confusion for the College when dealing with parents or guardians. The College will presume that, at all times, parents (including step-parents) are entitled to participate in College activities (whether or not those activities involve the student).
20. However, if there is a Court Order or other agreement which specifically alters or prevents a person/parent from spending time with, communicating with or otherwise having contact with the student, that Order must be provided to the College. The obligation of providing such a Court Order lies with parents.
21. Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parents complying with those orders.

### **COMMUNICATION**

22. The College will provide information about the student to the parents/parties signing this contract of enrolment, residing at one address. You may request or approve other arrangements relating to the provision of information about the student by giving written notice to us, and paying any additional fees that may be required. We will provide such information to natural birth parents on request unless reasonable justification (Court Order) is provided for doing otherwise.
23. Where the College seeks to communicate with the entire College community or with identifiable sections of the College community, we may communicate through mail, any electronic medium (e.g. College website, SMS) or via our regular newsletter.

### **FEES/LEVIES PAYMENT**

24. At the time of application, a non-refundable Application Fee is payable.
25. At the time of acceptance, a non-refundable Acceptance Fee is payable.
26. I/We understand that under this contract both parents/guardians are jointly and severally liable for payment of College fees and levies. The College relies on the payment of fees to fund its educational services to students.
27. Parents who have difficulty in paying fees must inform the College Business Manager as soon as possible to discuss options.
28. The following guidelines and rules apply:
  - the College determines the fees for each year before the commencement of the year to which the fees relate;
  - fees must be paid in advance of the term to which they apply;
  - if fees are not paid by the due date for payment, interest may be charged on the fees from the due date for payment until they are paid;
  - non-payment of monies owing will also entitle the College to cancel this contract of enrolment and terminate your student's enrolment;



- any fees or monies outstanding will remain the liability of both parents or guardians, jointly and severally;
- should unpaid or overdue fees be referred externally for debt collection, parents/guardians will be liable for the costs of such fee collection;
- if fees for a year are increased by more than 10% of the fees payable for the preceeding year, parents/guardians may terminate this contract of enrolment without penalty and by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

### **LEAVING THE COLLEGE**

29. Written notice of a student leaving should be provided to the Head of College at the earliest opportunity,
30. I/We acknowledge that if I/ we do not provide the College with 8 tuition weeks' notice, we may be required to pay 8 weeks tuition fees. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from early termination. The College may have difficulty filling the student's position at short notice.

In the event of cancellation of enrolment by the College, fees are payable for the whole of the term in which the student's enrolment is cancelled.

The condition of 8 tuition week notice would not apply if this contract of enrolment is terminated for a breach by the College, or if 14 days notification of withdrawal is received following an annual increase in tuition fees greater than 10%.

### **REFUND POLICY**

31. Refunds, if applicable, will be calculated using school tuition weeks remaining in the year. An adjustment will be applied to take into account failure to provide sufficient notice of withdrawal.

### **TERMINATION**

32. The College may terminate this contract when:
- the student is excluded or enrolment cancelled;
  - mutual trust and the condition that both we and you work in partnership and co-operation in the best interests of the College breaks down;
  - there is a breach of contract by parents/guardians (including non-payment of fees and failure to support the faith or ethos of the College);
  - there is a failure of the student to attend College on a regular basis.
33. Parents/Guardians may terminate when:
- written notice is provided to the College;
  - they consider the College is not providing the educational experience or opportunities they contracted for;
  - they fail to, or are unwilling to pay fees or to honour payment options entered into.

It is expected that termination by either party would follow only after communications and efforts to remedy the issues of concern.

### **PARTICIPATION**

34. Students are required to participate in all College activities unless reasonable excuse is provided.
35. Parents/Guardians agree to make every effort to ensure that the Student will not be absent (including lateness) from the College without leave of absence being granted by the College and that the term dates, as advertised by the College will be strictly adhered to.
36. Students absent from College without leave being granted may forfeit any credit for assessments missed during their absence. The College office should be advised before 9:30 am on any day of absence and a note sent to the College on the student's return to school.



**EMERGENCIES**

- 37. In the event of any medical or other emergency arising, in which the College considers it impossible or impractical to communicate with the parents/guardians of the student or any other nominated emergency contacts, I/we authorise the staff responsible to act as they may think necessary or expedient. I/We accept that the College will have no liability for its reasonable actions.
- 38. The College will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our child including attention provided at the College Health Bay.

**IDENTIFICATION OF STUDENTS**

- 39. I/We consent to the student being identified (photographed/videoed and/or named) in College-related publications, including the College Annual/Year Book, Newsletters and celebrations of achievement.

YES  NO

- 40. A separate consent will be sought from parents if a student is asked to be identified for promotional or marketing purposes.

**PRIVACY**

- 41. The College is bound by the Australian Privacy Principles and collects personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable the College to use the information for all actions connected with educating our students.
- 42. The College may engage a third party service provider for storage of data (example: Microsoft Cloud). These third party servers may be located outside of Australia. Due diligence will be exercised in the process to identify and engage providers who are reputable to provide secure facilities. The College will endeavour to ensure that information is held securely with these providers.
- 43. The Privacy Policy may be viewed on the College website. A hard copy of the Privacy Policy will be provided to anyone who requests it.

**GENERAL**

- 44. This contract of enrolment is governed by the law of Queensland and represents the entire agreement between the Parents/Guardians and the College relating to the student's enrolment. Any warranty, representation, guarantee or other term or condition not contained in this contract is of no force or effect.
- 45. This contract (as amended from time to time) will be binding and remain in force for the duration of the student's enrolment at the College.

Name of student:	
Father/Guardian's signature:	Date:
Mother/Guardian's signature:	Date:
Signature of Headmaster (or delegate):	Date: